

Referrals  
6/4/19

**NEIGHBORHOOD  
AND COMMUNITY  
SERVICES STANDING  
COMMITTEE**

## MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**

Petition #: 801 Event Name: Rocket Mortgage 5K

Event Date : June 23, 2019

Street Closure: Griswold Street & Fort Street

Organization Name: RunningFlat USA Inc.

Street Address: 269 Walker Street Suite 238 Detroit, MI 48207

Receipt date of the <b>COMPLETED</b> Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input checked="" type="checkbox"/> Walkathon          | <input type="checkbox"/> Carnival/Circus       | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Run/Marathon |
| <input type="checkbox"/> Bike Race                     | <input type="checkbox"/> Religious Ceremony    | <input type="checkbox"/> Political Ceremony  | <input type="checkbox"/> Festival                |
| <input type="checkbox"/> Filming                       | <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation   | <input type="checkbox"/> Rally/Demonstration     |
| <input type="checkbox"/> Fireworks                     | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____        |  |
| <input type="checkbox"/> <b>24-Hour Liquor License</b> |  |  |  |

### Petition Communications (include date/time)

Rocket Mortgage Classic 5K is an inaugural celebration of the PGA Tour Stop. The route is located on Michigan Avenue between Griswold and 18th Street from 8:00am - 10:30am.

\*\* ALL permits and license requirements must be fulfilled for an approval status \*\*

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with DMCAre Express to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event; No Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & Road Closure Signage Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Lusher

Date: May 29, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, April 09, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUSINESS LICENSE CENTER    BUILDINGS SAFETY ENGINEERING

**801**    *RunningFlat USA Inc, request to hold "Rocket Mortgage Classic 5k" Campus Martius on June 23, 2019 from 8:00 am to 10:30 am. Street closures will include Michigan from Griswold to Rosa Parks and Rosa Parks from Michigan to Bagley.*

# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the special events guidelines, please print them out for reference. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least **60 days** prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: **Rocket Mortgage Classic 5K**

Event Location: **Near Campus Martius**

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: **RunningFlat USA Inc.**

Organization Mailing Address: **269 Walker St, Suite 238**

Business Phone: **519-980-5440**

Business Fax:

Federal Tax ID # **32-0490311**

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: **Chris Uszynski**

Title/Role: **Race Director/ President**

Email Address: **chris@runningflat.com**

Mailing Address: **269 Walker St, Suite 238, Detroit MI 48207**

Business Phone: **519-980-5440**

Business Fax::

Event On-Site Contact Person: **Chris Uszynski**

Mailing Address: **269 Walker St, Suite 238, Detroit MI 48207**

Business Phone: **519-980-5440**

Business Fax:

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: **Rocket Mortgage**

### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Walkathon    | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event         | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming             |
| <input type="checkbox"/> Parade                  | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference   | <input type="checkbox"/> Fireworks         | <input type="checkbox"/> Other: _____        |

Provide a brief description of your event:

To Celebrate the PGA stop in Detroit, we are producing the Rocket Mortgage Classic 5K in Downtown Detroit. Starts on Michigan near Woodward and runs to Rosa Parks Blvd and back.

What are the projected set-up, event and tear down dates and times (must be completed)?

June 23rd, 2019

Begin Set-up Date & Time: 2:00 am

Complete Set-up Date & Time: 7:00 am

Event Start Date & Time: 8:00 am

Event End Date & Time: 10:30 am

Begin Tearing Down Date: 10:30 am

Complete Tear Down Date: 12:00 pm

Event Times (If more than one day, give times for each day):

Is this the first time you have held this event in the City of Detroit? ☒ Yes ☐ No

If no, what years has the event been held in Detroit?

When was the event last held in Detroit?

Where was the event last held in Detroit?

What were the hours last year?

Project Attendance This Year (Minimum – Maximum)?

5,000 is the cap

What is the basis for your projected attendance? RunningFlat produces runs from 5,000 to 20,000 participants, we have a track record in Detroit and we are capping the event at 5,000 participants

Please describe your anticipated/ target audience: Runners/Walkers/PGA Fans from out of town

Is this going to be an annual event? ☐ Yes ☒ No

If yes, do you have a preferred/proposed for next year?

If a parade is planned. Indicate elements (check all that apply):

☐ People ☐ Balloons

☐ Floats ☐ Animals

☐ Vehicles ☐ Other: \_\_\_\_\_

☐ Bands

If animals included, specify type, number and how used.

Name of business supplying animal(s):

Contact Person:

Address:

Phone:

City/State/Zip:

### Section 3- LOCATION/SITE INFORMATION

Location of Event: **Griswold to Woodward on Michigan is the start/finish area**

Facilities to be used (circle): **Street** Sidewalk Park City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

- |                                   |  |
|-----------------------------------|--|
| -Public entrance and exit         | -Location of First Aid                 |
| -Location of merchandising booths | -Location of fire lane                 |
| -Location of food booths          | -Proposed route for walk/run           |
| -Location of garbage receptacles  | -Location of tents and canopies        |
| -Location of beverage booths      | -Sketch of street closure              |
| -Location of sound stages         | -Location of bleachers                 |
| -Location of hand washing sinks   | -Location of press area                |
| -Location of portable restrooms   | -Sketch of proposed light pole banners |

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Singers              | <input type="checkbox"/> Magician      |
| <input checked="" type="checkbox"/> Musicians | <input type="checkbox"/> Story Telling |
| <input type="checkbox"/> Comedians            | <input type="checkbox"/> Other: _____  |

Describe the entertainment for this year's event: **Acoustic singers in the course for entertainment**

List proposed entertainers and/or bands performing at the event: **TBA**

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? **800W self powered speakers in the start chute**

☐ Acoustic-audible, sound heard within natural range

☒ Amplified-augmented, sound increased to broaden range

The amplified sound will be used: **To start and finish the race**

Will the event consist of a musical concert? ☐ Yes ☒ No

If yes, what type of music? (check all that apply)

☐ Live ☐ Recorded ☐ Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music: \_\_\_\_\_

How many generators will be used? **2 Honda eu2000i**

How will the generators be fueled? **Gas but none onsite all on board the generator**

Name of vendor providing generators: **RunningFlat owned**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

☐ Radio (Specify stations): \_\_\_\_\_

☐ Television (Specific stations): \_\_\_\_\_

☐ Newspapers (specify papers): \_\_\_\_\_

☐ Web site (identify web address): \_\_\_\_\_

☐ Public Relations or Marketing Firm (Specify): \_\_\_\_\_

Contact Info:

☐ Raffle (List Item(s)): \_\_\_\_\_

☐ Billboards

☐ Flyers

☐ Street Banners

☐ Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales? ☒ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s): \_\_\_\_\_

Will food be sold? ☐ Yes ☒ No

If yes, please pick up Special Events Vendor Packet in Suite 105: \_\_\_\_\_

Will merchandise be sold? ☐ Yes ☒ No

If yes, describe: \_\_\_\_\_

Will a percentage of the proceeds be distributed to a charitable organization? ☒ Yes ☐ No

If yes, describe: **Rocket Mortgage Charities**

If the event is a fundraiser, identify charity or recipient of funds: **Rocket Mortgage Registered Charities**

Will there be vending or sales? ☐ Yes ☒ No

If yes, check all that apply:

☐ Food

☐ Merchandise

☐ Non-Alcoholic Beverages

☐ Alcoholic Beverages

☐ Other (specify): \_\_\_\_\_

Indicate type of items to be sold: \_\_\_\_\_



Will these be exclusive vendors or outside vendors? (please describe): \_\_\_\_\_

### Section 7- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: N/A

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: \_\_\_\_\_

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

Describe the emergency evacuation plan: Plan published with DPD

Describe the parking plan to accommodate anticipated attendance: Local Sunday morning downtown parking lots

How will you advise attendees of parking options? Give them maps of parking in Downtown Detroit

Are you seeking a group parking rate? \_\_\_\_\_

### Section 8- COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Not much going on in Downtown Detroit on a Sunday morning

Have local neighborhood groups/businesses approved your event? ☐ Yes ☐ No

Indicate what steps you have or will take to notify them of your event: Sending flyers to all apartments and businesses on the course

Indicate contact names and phone numbers (for verification) or attach approved letter(s):  
\_\_\_\_\_  
\_\_\_\_\_

### Section 9- EVENT SET-UP

Complete the appropriate categories that apply to the event.

Structure

How Many? none

Size/Height \_\_\_\_\_

Booth none

Tent (enclosed on 3 sides) none

Canopy (open on all sides) none

Staging/Scaffolding none

Bleachers none

**Company:**

Grill  
☐ Gas      ☐ Charcoal      ☐ Electrical      ☐ Propane

Fireworks (Pyrotechnics)  
☐ Aerial      ☐ Stage

Provide Sketch:

Portable Restrooms: **Parkway**  
**34** Standard      **6** ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

Other: \_\_\_\_\_

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

N/A

Will additional utility services be used (power, water, etc.)? Please describe.

N/A

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

N/A

### Section 10- COMPLETE ALL THAT APPLY

**Name of Sanitation Company collecting refuse and garbage?**

Contact Person: **RunningFlat USA Inc**

Address:

Phone:

City/State/Zip

**Name of company providing emergency medical services? DMC**

Contact Person:

Address:

City/State/Zip:

**Name of company providing porta-johns. PARKWAY**

Contact Person:

Address:

Phone:

City/State/Zip:

**Name of private catering company? N/A**

Contact Person:

Address:

Phone:

City/State/Zip:

#### SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval.

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME: Michigan Avenue**

**FROM Woodward**

**TO Griswold**

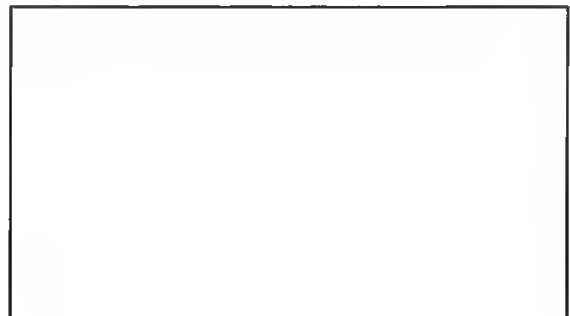
**Closure Dates: June 23rd**

**Beg. Time: 2:00am**

**End Time: 12:00 pm**

**Reopen Date: June 23rd**

**Time: noon**



**STREET NAME:** Michigan Avenue

FROM Griswold  
TO Rosa Parks Blvd

Closure Dates: June 23rd  
Beg. Time: 7:30 am  
End Time: 10:30 am sooner with last participant rolling open  
Reopen Date: June 23rd  
Time: 10:30 am

**STREET NAME:** Rosa Parks Blvd

FROM Michigan Ave  
TO Bagley Avenue

Closure Dates: June 23rd  
Beg. Time: 7:30 am  
End Time: 10:30 am sooner with last participant rolling open  
Reopen Date: June 23rd  
Time: 10:30 AM

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

#### Requested City Equipment

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- ☐ Posting no parking signs                      ☐ Light pole  
☐ Electrical Services                              ☐ Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

#### ADDITIONAL INFORMATION

Is there any additional information that you feel is important to mention regarding your event or additional requests? \_\_\_\_\_

Simple In and out course that we will set up the Start and Finish in the middle of the morning, start at 8am and have almost everyone in by 10am with all roads open


Immediately with the start/finish remaining closed until we pack up.

\_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulation established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



Signature of Applicant

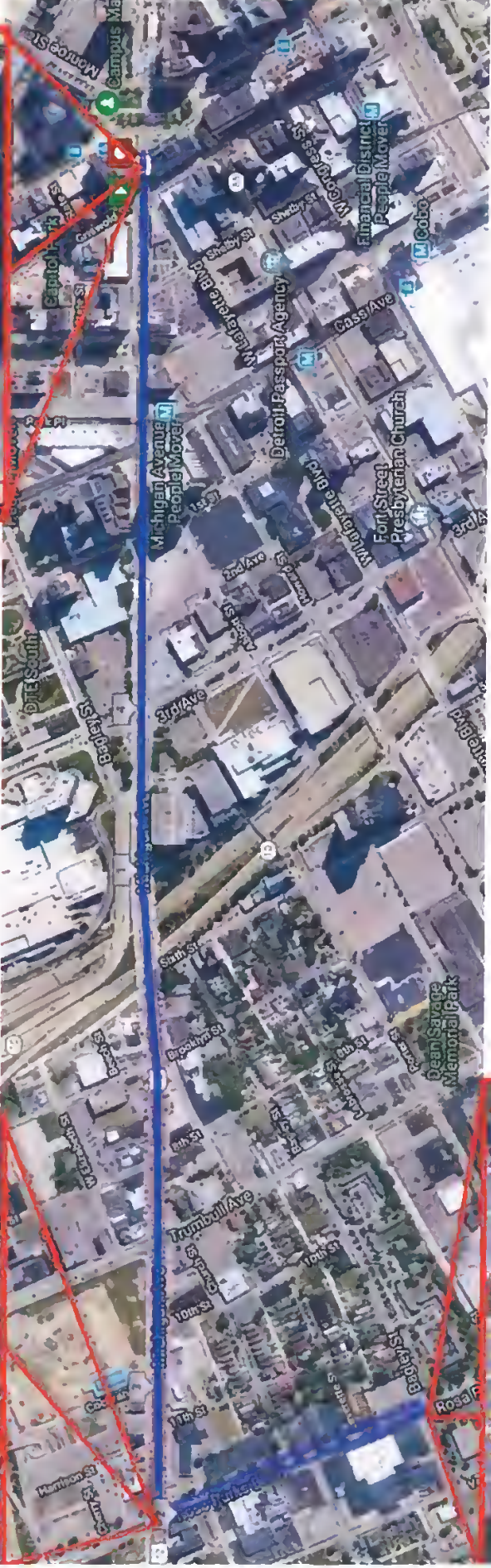
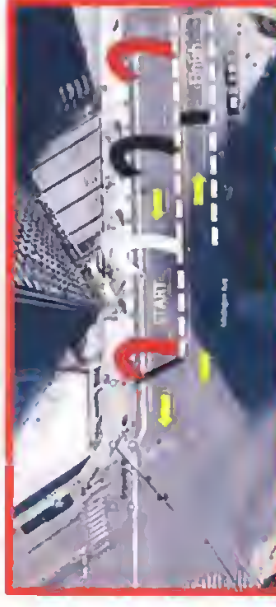
March 30th 2019

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

# ROCKET

Mortgage Classic  
DETROIT 5K



Start/Finish on Michigan Ave and Griswold St. West on Michigan to Rosa Parks Blvd southbound to Bagley Ave, turnaround at Bagley Avenue northbound Rosa Parks to East bound Michigan Ave to Finish near Woodward Avenue.



# Start/Finish

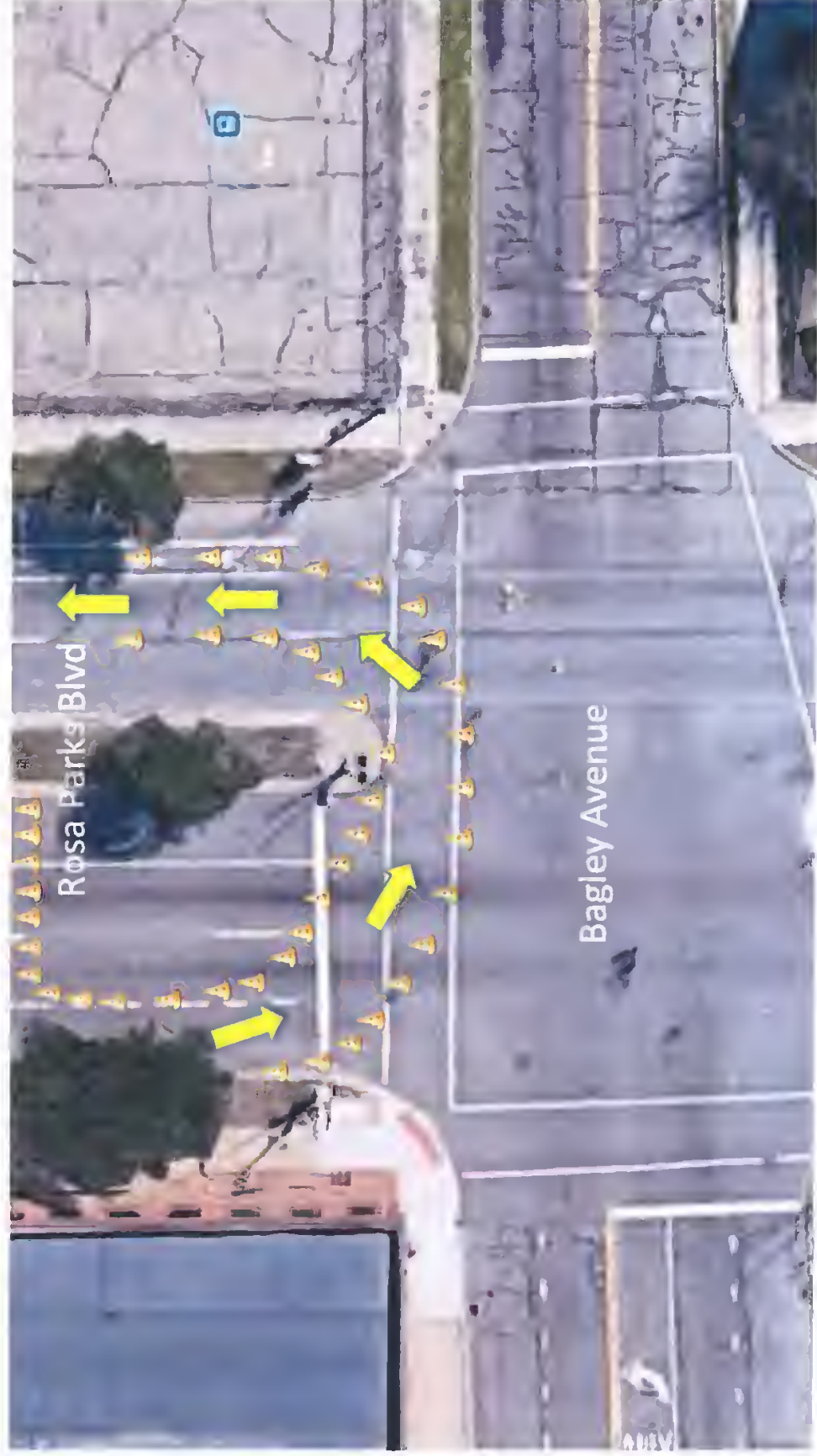


# Turn Michigan Ave/Rosa Parks Blvd





# Turn Around Rosa Parks Blvd at Bagley Ave



2019-04-09

801

801

*Petition of RunningFlai USA Inc,  
request to hold "Rocket Mortgage  
Classic 5k" Campus Martius on June  
23, 2019 from 8:00 am to 10:30 am.  
Street closures will include Michigan  
from Griswold to Rosa Parks and  
Rosa Parks from Michigan to Bagley.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUSINESS LICENSE CENTER    BUILDINGS SAFETY  
ENGINEERING

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## MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 904 Event Name: Detroit Athletic Club Classic Car Show

Event Date : June 14, 2019

Street Closure: Adams Street

Organization Name: Detroit Athletic Club

Street Address: 241 Madison Avenue Detroit, MI 48226

Receipt date of the <b>COMPLETED</b> Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- ☐ Walkathon ☐ Carnival/Circus ☐ Concert/Performance ☐ Run/Marathon  
☐ Bike Race ☐ Religious Ceremony ☐ Political Ceremony ☐ Festival  
☐ Filming ☐ Parade ☐ Sports/Recreation ☐ Rally/Demonstration  
☐ Fireworks ☐ Convention/Conference ☒ Other: Classic Car Show  
☐ 24-Hour Liquor License

### Petition Communications (include date/time)

Detroit Athletic Club will host annual Classic Car Show from 8:00am - 3:00pm with street closure on Adams between John R. and Brush.

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with DAC Security to Provide Private Security Services
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW Permit Required
	Health Dept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & Road Closure Signage Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Parking Signs Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Kushner

Date: May 29, 2019

Janice M. Winfrey  
City Clerk

**City of Detroit**  
OFFICE OF THE CITY CLERK

Caven West  
Deputy City Clerk/Chief of Staff

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Monday, June 3, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    PLANNING AND DEVELOPMENT DEPARTMENT  
DPW - CITY ENGINEERING DIVISION    TRANSPORTATION DEPARTMENT  
MUNICIPAL PARKING DEPARTMENT    BUSINESS LICENSE CENTER

**904**    *RunningFlat USA Inc., request to hold "Rocket Mortgage Classic 5k" near Campus Martius on June 23, 2019 from 8:00 AM to 10:30 AM with the temporary closure of Fort St. from Woodward to Griswold and from Griswold to St. Anne and back.*

# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the special events guidelines, please print them out for reference. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least **60 days** prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: **Rocket Mortgage Classic 5K**

Event Location: **Near Campus Martius**

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: **RunningFlat USA Inc.**

Organization Mailing Address: **269 Walker St, Suite 238**

Business Phone: **519-980-5440**

Business Fax:

Federal Tax ID # **32-0490311**

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: **Chris Uszynski**

Title/Role: **Race Director/ President**

Email Address: **chris@runningflat.com**

Mailing Address: **269 Walker St, Suite 238, Detroit MI 48207**

Business Phone: **519-980-5440**

Business Fax::

Event On-Site Contact Person: **Chris Uszynski**

Mailing Address: **269 Walker St, Suite 238, Detroit MI 48207**

Business Phone: **519-980-5440**

Business Fax:

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: **Rocket Mortgage**

### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Walkathon    | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event         | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming             |
| <input type="checkbox"/> Parade                  | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference   | <input type="checkbox"/> Fireworks         | <input type="checkbox"/> Other: _____        |

Provide a brief description of your event:

To Celebrate the PGA stop in Detroit, we are producing the Rocket Mortgage Classic 5K in Downtown Detroit. Starts on Fort St. near Woodward and runs westbound in the Norther lanes to just past 18th street and returns eastbound on Fort St in the Southern lanes to near Woodard Ave to the FINISH

What are the projected set-up, event and tear down dates and times (must be completed)?

June 23rd, 2019

Begin Set-up Date & Time: 2:00 am

Complete Set-up Date & Time: 7:00 am

Event Start Date & Time: 8:00 am

Event End Date & Time: 10:30 am All of Fort St and course reopened except Fort St East of Griswold

Begin Tearing Down Date: 10:30 am

Complete Tear Down Date: 12:00 pm Open all of Fort St

Event Times (If more than one day, give times for each day):

Is this the first time you have held this event in the City of Detroit? ☒ Yes ☐ No

If no, what years has the event been held in Detroit?

When was the event last held in Detroit?

Where was the event last held in Detroit?

What were the hours last year?

Project Attendance This Year (Minimum – Maximum)? 5,000 is the cap

What is the basis for your projected attendance? RunningFlat produces runs from 5,000 to 20,000 participants, we have a track record in Detroit and we are capping the event at 5,000 participants

Please describe your anticipated/ target audience: Runners/Walkers/PGA Fans from out of town

Is this going to be an annual event? ☐ Yes ☒ No

If yes, do you have a preferred/proposed for next year?

If a parade is planned. Indicate elements (check all that apply):

☐ People

☐ Balloons

☐ Floats

☐ Animals

☐ Vehicles

☐ Other: \_\_\_\_\_

☐ Bands

If animals included, specify type, number and how used.

Name of business supplying animal(s):

Contact Person:

Address:

Phone:

City/State/Zip:

### Section 3- LOCATION/SITE INFORMATION

Location of Event: **Griswold to Woodward on Michigan is the start/finish area**

Facilities to be used (circle): ☒ Street ☐ Sidewalk ☐ Park ☐ City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

- |                                   |  |
|-----------------------------------|--|
| -Public entrance and exit         | -Location of First Aid                 |
| -Location of merchandising booths | -Location of fire lane                 |
| -Location of food booths          | -Proposed route for walk/run           |
| -Location of garbage receptacles  | -Location of tents and canopies        |
| -Location of beverage booths      | -Sketch of street closure              |
| -Location of sound stages         | -Location of bleachers                 |
| -Location of hand washing sinks   | -Location of press area                |
| -Location of portable restrooms   | -Sketch of proposed light pole banners |

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Singers              | <input type="checkbox"/> Magician      |
| <input checked="" type="checkbox"/> Musicians | <input type="checkbox"/> Story Telling |
| <input type="checkbox"/> Comedians            | <input type="checkbox"/> Other: _____  |

Describe the entertainment for this year's event: **Acoustic singers in the course for entertainment**

List proposed entertainers and/or bands performing at the event: **TBA**

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system?

**800W self powered speakers in the start chute**

☐ Acoustic-audible, sound heard within natural range

☒ Amplified-augmented, sound increased to broaden range

The amplified sound will be used: **To start and finish the race**

Will the event consist of a musical concert? ☐ Yes ☒ No

If yes, what type of music? (check all that apply)

☐ Live ☐ Recorded ☐ Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music:

How many generators will be used? **2 Honda eu2000i**

How will the generators be fueled? **Gas but none onsite all on board the generator**

Name of vendor providing generators: **RunningFiat owned**

Contact Person:



Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

☐ Radio (Specify stations): \_\_\_\_\_

☐ Television (Specific stations): \_\_\_\_\_

☐ Newspapers (specify papers): \_\_\_\_\_

☐ Web site (identify web address): \_\_\_\_\_

☐ Public Relations or Marketing Firm (Specify): \_\_\_\_\_

Contact Info:

☐ Raffle (List Item(s)): \_\_\_\_\_

☐ Billboards

☐ Flyers

☐ Street Banners

☐ Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales? ☒ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s): \_\_\_\_\_

Will food be sold? ☐ Yes ☒ No

If yes, please pick up Special Events Vendor Packet in Suite 105: \_\_\_\_\_

Will merchandise be sold? ☐ Yes ☒ No

If yes, describe: \_\_\_\_\_

Will a percentage of the proceeds be distributed to a charitable organization? ☒ Yes ☐ No

If yes, describe: **Rocket Giving Fund**

If the event is a fundraiser, identify charity or recipient of funds: **Rocket Giving Fund**

Will there be vending or sales? ☐ Yes ☒ No

If yes, check all that apply:

☐ Food

☐ Merchandise

☐ Non-Alcoholic Beverages

☐ Alcoholic Beverages

☐ Other (specify): \_\_\_\_\_

Indicate type of items to be sold: \_\_\_\_\_

Will these be exclusive vendors or outside vendors? (please describe): \_\_\_\_\_

### Section 7- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: N/A

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: \_\_\_\_\_

Are the private security personnel (check all that apply):

☐ Licensed ☐ Armed ☐ Bonded

Describe the emergency evacuation plan: Plan published with DPD

Describe the parking plan to accommodate anticipated attendance: Local Sunday morning downtown parking lots

How will you advise attendees of parking options? Give them maps of parking in Downtown Detroit

Are you seeking a group parking rate? \_\_\_\_\_

### Section 8- COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Not much going on in Downtown Detroit on a Sunday morning

Have local neighborhood groups/businesses approved your event? ☐ Yes ☐ No

Indicate what steps you have or will take to notify them of your event: Sending flyers to all apartments and businesses on the course

Indicate contact names and phone numbers (for verification) or attach approved letter(s): \_\_\_\_\_

### Section 9- EVENT SET-UP

Complete the appropriate categories that apply to the event.

**Structure**

How Many? none

Size/Height \_\_\_\_\_

Booth none

Tent (enclosed on 3 sides) none

Canopy (open on all sides) none

Staging/Scaffolding none

Bleachers none

**Company:**

Grill  
☐ Gas      ☐ Charcoal      ☐ Electrical      ☐ Propane

Fireworks (Pyrotechnics)  
☐ Aerial      ☐ Stage

Provide Sketch:

Portable Restrooms: **Parkway**  
**[34]** Standard      **[6]** ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

Other: \_\_\_\_\_

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

N/A

Will additional utility services be used (power, water, etc.)? Please describe.

N/A

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

N/A

### Section 10- COMPLETE ALL THAT APPLY

Name of Sanitation Company collecting refuse and garbage?

Contact Person: **RunningFlat USA Inc**

Address:

Phone:

City/State/Zip

Name of company providing emergency medical services? **DMC**

Contact Person:

Address:

City/State/Zip:

Name of company providing porta-johns. **PARKWAY**

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? **N/A**

Contact Person:

Address:

Phone:

City/State/Zip:

#### SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval.

Attach a map or sketch of the proposed area for closure.

STREET NAME: **Fort Street**

FROM  
TO

**Woodward**

**Griswold**

Closure Dates:

**June 23rd**

Beg. Time:

**2:00am**

End Time:

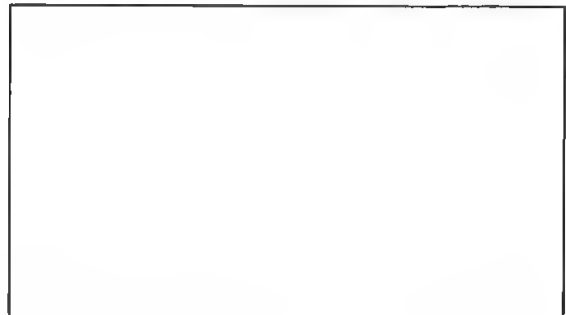
**12:00 pm**

Reopen Date:

**June 23rd**

Time:

**noon**



**STREET NAME:** Fort Street

FROM Griswold  
TO St Anne St. and back

Closure Dates: June 23rd  
Beg. Time: 7:30 am  
End Time: 10:30 am sooner with last participant rolling open  
Reopen Date: June 23rd  
Time: 10:30 am

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- ☐ Posting no parking signs                      ☐ Light pole  
☐ Electrical Services                              ☐ Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests? \_\_\_\_\_

Simple course that we will set up the Start and Finish in the middle of the morning, start at 8am and have almost everyone in by 10am with all roads open

Immediately with the start/finish remaining closed until we pack up.

\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulation established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



Signature of Applicant

March 30th 2019

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

# ROCKET

## Mortgage Classic

### DETROIT 5K



Start/Finish on Fort St and Griswold St.

Start Westbound on Fort St. to the turn around just before St Anne St and return Eastbound in the southern lanes of Fort St to the Finish.

We are open to leaving some of the seven lanes of traffic open for egress and entrance.

# Start/Finish





Turn Around – Fort St after 18<sup>th</sup> St.



2019-06-03

904

904     *Petition of RunningFlat USA Inc.,  
request to hold "Rocket Mortgage  
Classic 5k" near Campus Martius on  
June 23, 2019 from 8:00 AM to 10:30  
AM with the temporary closure of Fort  
St. from Woodward to Griswold and  
from Griswold to St. Anne and back.*

**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    PLANNING AND DEVELOPMENT  
                                 DEPARTMENT  
DPW - CITY ENGINEERING DIVISION  
TRANSPORTATION DEPARTMENT  
MUNICIPAL PARKING DEPARTMENT    BUSINESS

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

May 31, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001444      100% City Funding – AMEND 1– To Provide General Contractor Services for GSD at DPD 11<sup>th</sup> Precinct. (Building Repair, Renovation and Improvement Projects) – Contractor: Cross Renovations – Location: 34133 Schoolcraft Rd., Livonia, MI 48152 – Contract Period: Upon City Council Approval through May 28, 2020 – Total Contract Amount: \$1,652,600.00. **GENERAL SERVICES** (*This Amendment is for Time Only, Original Expiration 5/29/19.*)

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM** SHEFFIELD

**RESOLVED**, that Contract No. 6001444 referred to in the foregoing communication dated May 31, 2019, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

May 31, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001472      100% City Funding – AMEND 1– To Provide Capital Repairs at DPD 6<sup>th</sup> Precinct. (Mechanical/HVAC System Work, Electrical System Work, Plumbing Work, Structural Work, and Fire & Emergency Systems Work) – Contractor: Cross Renovations – Location: 34133 Schoolcraft Rd., Livonia, MI 48152 – Contract Period: Upon City Council Approval through May 28, 2020 – Total Contract Amount: \$1,168,900.00. **GENERAL SERVICES** (*This Amendment is for Time Only, Original Expiration 5/29/19.*)

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM** SHEFFIELD

**RESOLVED**, that Contract No. 6001472 referred to in the foregoing communication dated May 31, 2019, be hereby and is approved.

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**OFFICE OF CONTRACTING  
AND PROCUREMENT**

May 31, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002146      100% City Funding – To Provide Mowing, Trash and Brush Clean up on Public Property known as the State Fairgrounds, and the Surrounding Areas on behalf of GSD. – Contractor: Premier Group Associates – Location: 535 Griswold, Ste. 1420, Detroit, MI 48226 – Contract Period: Upon City Council Approval through June 3, 2020 – Total Contract Amount: \$400,000.00. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM \_\_\_\_\_ SHEFFIELD**

**RESOLVED**, that Contract No. 6002146 referred to in the foregoing communication dated May 31, 2019, be hereby and is approved.

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**OFFICE OF CONTRACTING  
AND PROCUREMENT**

May 31, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002148      100% City Funding – To Provide Mowing, Trash and Brush Clean up on Public Property known as the State Fairgrounds, and the Surrounding Areas on behalf of GSD. – Contractor: Detroit Grounds Crew – Location: 17217 Wyoming, Detroit, MI 48221 – Contract Period: Upon City Council Approval through June 3, 2020 – Total Contract Amount: \$400,000.00.  
**GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM** **SHEFFIELD**

**RESOLVED**, that Contract No. 6002148 referred to in the foregoing communication dated May 31, 2019, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

May 31, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002166      Revenue – To Provide Debris and Rubbish Removal and Painting on Various Projects for GSD. – Contractor: Groundswell Design Group Inc. – Location: 1639 N. Hancock St., #101, Philadelphia, PA 19122 – Contract Period: Upon City Council Approval through June 30, 2019 – Total Contract Amount: Revenue. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM** **SHEFFIELD**

**RESOLVED**, that Contract No. 6002166 referred to in the foregoing communication dated May 31, 2019, be hereby and is approved.



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF DEVELOPMENT AND GRANTS

19

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 1026  
DETROIT, MICHIGAN 48226  
PHONE: 313 • 628-2158  
FAX: 313 • 224 • 0542  
WWW.DETROITMI.GOV

May 20, 2019

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Authorization to submit a grant application to the Community Foundation for Southeastern Michigan for the FY 2019 Park Improvements Grant**

The General Services Department is hereby requesting authorization from Detroit City Council to submit a grant application to the Community Foundation for Southeastern Michigan for the FY 2019 Park Improvements Grant. The amount being sought is \$240,000.00. There is no match requirement. The total project cost is \$240,000.00.

The FY 2019 Park Improvements Grant will enable the department to:

- Support improvements to Pingree Park's recreational amenities
- Increase use of the park for recreational activities

We respectfully request your approval to submit the grant application by adopting the attached resolution.

Sincerely,

Ryan Friedrichs  
Director, Office of Development and Grants

CC:  
Katerli Bounds, Deputy Director, Grants  
Sajjiah Parker, Assistant Director, Grants

CITY CLERK 2019 MAY 20 10:44



**RESOLUTION**

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department has requested authorization from City Council to submit a grant application to the Community Foundation for Southeastern Michigan, for the FY 2019 Parks Improvements Grant, in the amount of \$240,000.00, to support improvements to Pingree Park's recreational amenities; and

**WHEREAS**, there is no match requirement; now

**THEREFORE BE IT RESOLVED**, the General Services Department is hereby authorized to submit a grant application to the Community Foundation for Southeastern Michigan for the FY 2019 Park Improvements Grant.



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 1026  
DETROIT, MICHIGAN 48226  
PHONE: 313 • 628-2158  
FAX: 313 • 224 • 0542  
WWW.DETROITMI.GOV

### Grant Application Request Form (GARF)

In order to secure the Office of Development and Grants (ODG) approval required under Section 18-4-2 of the Detroit City Charter, this form is to be filled out by City Departments as soon as possible upon learning of an opportunity that the Department would like to pursue. This form must be signed and submitted not later than 20 business days prior to the application deadline.

Please submit this form to the following ODG staff: Sajjiah Parker, Assistant Director, [parkersa@detroitmi.gov](mailto:parkersa@detroitmi.gov) and Greg Andrews, Program Analyst IV, [andrewsgr@detroitmi.gov](mailto:andrewsgr@detroitmi.gov)

City Department	General Services
Date	5-14-2019
Department Contact Name	Juliana Fulton
Department Contact Phone	313-628-2365
Department Contact Email	<a href="mailto:fultonj@detroitmi.gov">fultonj@detroitmi.gov</a>
Grant Opportunity Title	Park Improvements
Grant Opportunity Funding Agency	Community Foundation for Southeast Michigan
Web Link to Opportunity Information	<a href="http://www.cfsem.org">www.cfsem.org</a>
Award Amount (that Department will apply for)	\$240,000
Application Due Date	5/20/19
Anticipated Proposed Budget Amount	\$240,000
City Match Contribution Amount	N/A
Source of City Match (Include Appropriation Number, Cost Center, and Object Code)	N/A
List of programs/services/activities to be funded and the Budget for each Sample: - ABC Afterschool program: \$150,000 - XYZ Youth leadership program: \$100,000 - Salary/Benefits: \$95,000 - Supplies: \$5,000	Funds will be used to support improvements to Pingree Park's recreational amenities on Detroit's eastside
Brief Statement of Priorities/Purpose for the Application Sample: To support expansion of promising youth development programs in MNO neighborhood.	To create recreational activities close to home for Detroit residents
Key Performance Indicators to be Used to Measure the Programs/Services/Activities Sample: # of kids newly enrolled in ABC and XYZ % of kids from ABC who demonstrate improved educational performance	Adherence to project timeline increased use of the park for casual and organized sports and other recreation

Janet Anderson  
Director's Name (Please Print)

Janet Anderson  
Director's Signature

5-15-19  
Date